

Outline for November 18, 2011 Open House

Meeting format:

Open house/ Public availability session Date: November 18th from 2-7 pm

Purposes:

- To provide an informal setting for interested community members to ask questions, voice concerns, and provide feedback to agency staff about the investigation process, timeline and results.
- To seek input on community involvement approaches, in order to determine a Community Involvement Plan the community wants, and that OHA/ATSDR is able to support, moving forward.

Meeting logistics:

- Securing a location
- Staffing the event
- Setting-up/breaking down
- Materials development (fact sheets, posters, information on each CI approach)
- Getting the word out
 - Flyer
 - Press release
 - Listserv / email
 - Mailing / postcard
 - Informal networks (existing groups)
 - PSA?

Coordination with other agencies:

- Who should be there?
 - Medical professionals from ATSDR and OHA
 - Toxicologists / risk assessors from EPA and OHA
 - Community involvement coordinators
 - Elected officials?
- How to lay out the room:
 - Tables set up by function
 - Community involvement
 - Toxicologists/ risk assessors
 - Report process/ documents/ timelines
 - Investigation area maps -
 - Tables set up by agency
 - This goes back to the question – who should be there?
- Inter-agency communication needs prior to the open house:
 - Talking Points
 - Different functions
 - General coordination
 - Materials

Materials needed for open house:

- A display of options/ideas for community involvement approaches
 - Community Communications Committee - more formal, community-driven approach (involves most agency involvement)
 - Regular Informal open houses/ public availability sessions, or as needed
 - Regular phone conferences with OHA/ATSDR?
 - Survey - community interests / needs / communication preferences
 - A combination of approaches
 - Other?
- Outlines on what we are doing/will do with the data
- Timelines for the EI (see timelines)
 - Where are we with our plans for the spring sampling?
 - Address uncertainties
- The document process:
 - What it looks like/ what to expect
 - When are the opportunities for input?
 - How will we communicate results?

Other considerations:

Set expectations in all communications:

- This is an informal open house
- There will be no power point presentations
- No microphones
- This is an opportunity to discuss concerns, ask questions, and provide feedback